

STUDENT HANDBOOK
2006 – 2007

**2287 Lema Road, SE
Rio Rancho, NM 87124**

**Office: (505) 892-1100
Fax: (505) 892-9728**

Website: www.rrps.net

THE PHILOSOPHY OF LINCOLN MIDDLE SCHOOL

Lincoln Middle School is dedicated to the intellectual, physical, social, and emotional development of students during the transition from childhood to adolescence. We recognize the uniqueness of these students and strive to provide programs that are centered around their needs.

A core of academic courses complemented by a program of specialized and related arts activities stressing inquiry and creativity are essential. These courses and programs are primarily designed to allow active participation and result in positive educational experiences.

Lincoln Middle School believes that a positive educational climate that is conducive to the needs of the early adolescent, will provide a transition between the self-contained elementary, and the departmentalized mid high school. Special interest is taken to provide guidance in values and decision making. High expectations from the school community (parents, staff and students) are necessary for student achievement and the success of our school. This is a place for each child to grow as a person while learning responsibility and consideration for themselves and others.

Education is a lifelong process and we are committed to helping children develop learning skills as well as teaching them to adapt to change. At Lincoln Middle School, we value the learner as well as what is to be learned.

STUDENT EXPECTATIONS

Lincoln Middle School students are proud of themselves and of their school and community. They recognize their primary purpose at Lincoln is to learn and that they are expected to participate in and contribute to the learning atmosphere. Toward that end, **The Lincoln Proclamation** expects students to:

Respect People and Property

- welcome guests politely, including substitutes;
- report vandalism;
- keep food in the lunchroom or patio area;
- keep the entire campus clean and litter free;
- use appropriate language ;
- express yourself in a respectful manner;
- respond to reasonable requests of adults and other students; and
- respect the property of others

Be there, and be prepared

- attend school regularly;
- get to class on time;
- take all necessary materials to class;
- stay on task;
- use a school agenda;
- complete homework and class work, including make up work;
- dress appropriately for school;
- celebrate academic success;

- not disrupting the learning of others

Listen and Follow Directions

- accept the rules of each classroom
- listen to the announcements
- always use a signed pass
- ask for clarification
- follow the rules of this agenda book

Keep Hands and Feet to Self

- obey bicycle and pedestrian safety rules;
- stay on campus during the school day;
- volunteer information in matters relating to the health, safety, and welfare of the school community;
- recognize that fighting, shoving, and abusing others on and off the school grounds will have consequences

Be Responsible

PARENT EXPECTATIONS

As a parent, what can the school expect of you? Please:

- send your child to school ready to learn: on time, clean, healthy, rested, suitably dressed, and adequately nourished.
- treat school as important: show interest, ask questions, listen enthusiastically, and participate in school activities.
- teach your youngster respect and cooperation: the rules of fair play, safety, and skills for getting along with others.
- enrich your child's life: read, converse, and support your child's interests.
- require reasonable standards of conduct of your child and yourself: make an honest effort to straighten out misunderstandings directly with the person involved.
- contact your child's teacher, team, counselor, or the principal's office when you have a concern or desire a conference.
- be an interested, informed, and intelligent partner with the school in the education of your child – the ultimate responsibility for your child is yours.

GENERAL INFORMATION

ATTENDANCE

Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. For that reason and others, state law requires that all children of appropriate age and condition attend school regularly.

New Mexico's Children's Code provides that a child who has more than ten unexcused absences is a "child in need of supervision" by the youth authorities. State law requires the schools to report violations of the compulsory school attendance laws to the Juvenile Probation Office. Violations of the compulsory school attendance laws can subject parents to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators. In keeping with this obligation, the Board of Education/Superintendent prescribes the following rules for school attendance:

Excusing Absences - Parent or legal guardians must telephone the school each day their child will be absent and state the reason for the absence. If a student is absent and parents have not contacted the school, schools will make a reasonable attempt to contact parents before the end of the day. The phone number for the attendance line is 892-1100 Ext.781.

Absences may be excused for the following reasons:

- Doctor's appointment
- Illness
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- School sponsored activity
- Extenuating circumstances, as agreed to by the school administration

Upon the first day a student returns to school, if parents have not called to report the student absent, the student must present a signed, dated note from his or her parent or legal guardian stating the reason for the absence.

Unexcused Absences An unexcused absence is an absence for which no appropriate excuse is provided by the student's parent or legal guardian. A student may receive detention or in-school suspension (or other discipline) for any unexcused absence.

If a student is absent for three (3) successive school days during which time his or her parent or legal guardian has not contacted the school and given an appropriate reason for the absence, the principal or his or her designee, shall, by the end of the school day, of the first day following the three day period, contact the parents or legal guardian by telephone or in person to give notice of the student's absence and to learn the reason for the absence.

Make Up Work - All students are expected to make up work that is missed due to excused or unexcused absences. If an absence is an excused absence, students will have one day for each day

missed to complete and return make up work. Teams will make allowances for individual circumstances based on consultation with the student and/or parent(s).

A student with an unexcused absence is required to make up the work missed in the same time period; however, a penalty of up to one letter grade may be assessed. Failure to make up missed class work and assignments will affect the student's reportable grades and may result in no earned credit for the semester. Students who are suspended or on an approved vacation, must turn in all work on the day they return to school.

It is the responsibility of the student to initiate requests for make up work at a time convenient for the teacher, complete the work, and hand it in on time. Students who are absent from school three consecutive days or longer, may request homework by calling the Attendance Office at 892-1100 Ext 781. Teachers should be given 24-hour notice in order to compile the make up work. The requested make up work should be picked up from the Main Office at the agreed-upon time. If make up work is not picked up after the first request, students will not be allowed to request work again. Teachers are happy to provide the work, but they do expect that it be picked up from the front office and completed by the student

Family Vacations – Interrupting schooling for family vacations is highly discouraged. Family trips taken for good reasons must be pre-approved by the administration for the absences to be excused.

Excessive Absences – If a student accumulates three unexcused absences during a semester, the school principal, or his or her designee, shall notify the parents or legal guardian in writing, by certified mail or personal service. This letter will request a meeting with the parents and provide the parent or legal guardian with the provisions of the Compulsory Attendance Law. The parent or legal guardian of the student must contact the school regarding the student's absence. Appropriate consequences will be assigned for unexcused absences.

If a student accrues additional unexcused absences, not to exceed a total of ten days following the letter and/or meeting, the student may be reported to the Probation Services Office of the judicial district in which the student resides for an investigation whether the student should be considered a neglected child or a child in need of supervision, and thus subject to the provisions of the Children's Code. While grades may not be reduced as a direct penalty for nonattendance, a student's ability to earn grades and credit is affected by poor attendance.

Violations of the Compulsory Attendance Law following the report required by this paragraph may be grounds for student disciplinary action.

BEHAVIORAL EXPECTATIONS AND THE REFERRAL PROCESS

Our expectation is that students will always behave in an appropriate manner and that they will show respect for each other, the staff, our visitors, and the facility. Students who

persistently display patterns of poor citizenship and/or offensive behaviors will be subject to disciplinary actions such as detention, in-school suspension, home suspension, and/or expulsion. Parents will be involved in disciplinary proceedings at every level. Our goal is to correct student's behavior so that each student can be a positive member of our school community.

When a student's behavior violates the discipline policy, staff members write a behavior referral. The individual teacher, team or administrator, depending on the nature of the violation, will deal with the behavior referral. For Level I or II infractions, teachers will assign consequences and notify parents. If inappropriate behavior continues or violations are particularly flagrant (Level III), administration will assign consequences and notify parents. A progressive discipline policy is used in which consequences increase if the same offense is repeated. Consequences are described in detail on pages 11-12. Parents are always notified if their child needs to stay for detention after school. Parents will be asked to meet with the student's team and or principal or assistant principal in certain cases. If the student is habitually disruptive, parents and the student will be asked to sign a behavior contract stating that if the inappropriate behavior continues, the student will be taken to a hearing at district office with the possibility of a long term suspension and/or expulsion. Please review the discipline policy for specific infractions and consequences.

CAFETERIA

Breakfast is served at full and reduced prices each morning for those who wish it and / or qualify.

Students may bring a lunch or purchase lunch from the cafeteria or school snack bar. A regular lunch costs \$1.80. Students are allowed only one charge, which must be arranged through the cafeteria manager. Free and reduced lunches are provided to families who qualify. Applications are available at registration.

Food must remain in the cafeteria or patio area. Students are responsible for clearing away their own trays, utensils, and trash. If the cafeteria or snack bar area is not cleared, the privilege of using the snack bar will be suspended for several days.

CLASS INTERRUPTIONS

Research on effective schools indicates that classroom interruptions detract from teaching and learning. Please help by not asking the school to deliver messages to students regarding after school plans, appointment reminders, house keys, etc. – issues which can easily be arranged before school each morning. Our primary goal is the education of your child therefore only a true emergency will warrant class interruption.

CLOSED CAMPUS

Lincoln Middle School is a closed campus. Students may not leave school grounds for any reason without first having their parent sign them out in the front office.

Parents are always welcome to visit and observe classes. A parent / visitor must first check in at the front office and receive a visitor's pass. Although this may seem restrictive,

please understand our need to verify the identity of people who come on campus. Further, parents are welcome to observe but asked to refrain from interfering with instruction or student concentration. If information is needed from your child's teacher, you are encouraged to place a phone call or make an appointment.

Students may not bring friends or relatives to school to visit for the day. Also, for safety consideration, younger brothers and sisters may not come to school.

DAILY ANNOUNCEMENTS

Students receive informational announcements every day. Teachers will make sure students can hear the announcements. Students have the responsibility to listen to the announcements.

DISCIPLINE MATRIX

See page 11-12

EMERGENCY CARDS

Each student must have an emergency card on file in the front office containing the daytime telephone numbers of his/her parents. Any changes in home or work telephone numbers should be reported to the front office immediately.

EMERGENCY SCHOOL CLOSURE

Radio or TV will alert the community of delayed start days or school closures. It is recommended that families have a plan for such emergency closures. A "Delayed Start" means students are due at school by 10:10 a.m.

FIELD TRIPS

Field trips are a valuable extension of the learning process. Each trip may incur some cost to cover transportation and/or admission cost. A completed RRPS Field Trip Permission Form is required. It is expected that students act as ambassadors for Lincoln Middle School or forfeit the right to attend future field trips. Parents are often requested as chaperones and are encouraged to assist. Field trip transportation will be on buses only in accordance with state regulation.

HOMEWORK POLICY

Homework is an important component of the learning process. A positive relationship exists between homework and achievement.

Students in middle school can anticipate about one to one-and-a-half hours of homework per night. Expect to spend time in study each day, even if it is not written work. Each student is provided with a copy of this Agenda Book where they are encouraged to record assignments. Parents are responsible for establishing a daily homework schedule for their child and a special "study place" for homework. Please look at your child's homework regularly to ensure it is of high quality and submitted on time.

HONOR ROLL

Students who achieve a grade point average of 3.25 or higher for each nine-week period will be placed on the Lincoln Honor Roll. Students who are on the honor roll are eligible for special

assemblies, recognition, and awards. The honor roll will be published in the *Rio Rancho Observer*. Students with a grade point average of 3.25 or higher for the first three quarters of the school year will be recognized at an awards night at the end of the year.

LINCOLN LIFE

Lincoln Life is a newsletter provided by the School Principal to Lincoln parents and other interested community members. Look for it on gold-colored paper. The first issue will be sent in September. *Lincoln Life* provides dates of important events, information about our educational program, highlights of student achievement, and helpful hints to parents. We strongly encourage you to read it and to call us with comments, suggestions, and concerns regarding information found in the newsletter. If your copy does not arrive, please call the school at 892-1100 Ext. 507.

LOCKERS

Lockers are the property of the school and are provided by the school as a service and a privilege to our students. Any violation of rules or vandalism will result in immediate locker suspension. Locker assignments will be made for one academic year.

Locker security is the student's responsibility. Students are not to share lockers or locker combinations. Valuables such as money, cameras, jewelry, etc., and items not applicable to the school setting should NEVER be stored in the lockers. Students may go to their lockers at the 8:10AM bell before school, before and after their lunchtime, and after school. Teacher/administrator permission is required for a student to change his/her assigned locker.

PARENT TEACHER ASSOCIATION (PTSO)

Lincoln Middle School is generously supported by the Parent Teacher Association Student Organization (PTSO). It is the goal of this fine organization to provide personal as well as financial support to our school. Please take the time to join our PTSO during our membership drive, and look for our volunteer sign up tables both at registration and other PTSO meetings. PTSO can be reached at 892-1100.

PARENT-TEACHER CONFERENCES

Parents or teachers may initiate a conference request. To schedule a conference, parents should call their student's team leader and/or Mrs. Easton at 892-1100 Ext. 528.

PROGRESS REPORTS

Students in both 6th and 7th grade will bring home progress reports every three weeks. The purpose of these reports is to inform you of your child's progress in each class.

PROHIBITED MATERIALS

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items that students may **not** have at school: hats, sunglasses, headphones, chains,

baseball cards, cameras, Walkmans, squirt guns, toys of any kind, permanent marking pens, matches, lighters, video games, radios, CD's, CD players, MP3 players, scooters, dangerous objects, valuable objects, pagers, laser pointers. Students are not permitted to bring skateboards, roller skates, in-line skates or scooters to school.

Students may have cellular phones in their backpacks; however, they must remain off and must not be used during the school day. If a cellular phone is seen, heard, or in use during the school day it will be confiscated. Upon return of the cellular phone, an "electronics use" agreement will be signed by the student, a parent/guardian, and an administrator.

Prescription/OTC (over the counter) medication must be taken to the Nurse's Office.

Any student searches for contraband materials will be done in accordance with district policy. State law allows students, lockers and/or personal property (bags, backpacks, purses etc.) to be searched, based on reasonable suspicion that a student is in possession of illegal or unauthorized materials. Parents/guardians will be notified that the search was done, the reasons, and results of the search.

The school is not responsible for confiscated materials. All items confiscated throughout the school year must be picked up *no later* than one week after the last day of school. Any items not picked up, will be donated to Storehouse West.

REPORT CARDS

Report cards are disseminated to parents at credentialing conferences at the end of Quarters 1 and 3 and mailed home approximately one week after the end of Quarter 2 and 4. In general, a grade should reflect quality of work done, effort put forth in relation to ability, attendance and punctuality, and participation. The grading scale at Lincoln is the following:

A	90-100	outstanding progress
B	80-89	very good progress
C	70-79	satisfactory or average progress
D	60-69	poor progress or improvement needed
F	Below 60	no significant progress shown

SCHOOL HOURS

To insure safety, students should not arrive at school earlier than 7:30 a.m. Students who arrive between 7:30 and 8:00 a.m. may enter the school through the cafeteria doors and remain in the cafeteria until the 8:10 a.m. bell. Students may also enter the building through the patio doors, go directly to the Library, and remain in the Library until the 8:10 a.m. bell. All students may come into the building at other entrances at 8:10 a.m. Homeroom begins at 8:15 a.m. Afternoon dismissal is at 3:05 p.m. Students needing help, a conference, or makeup work, or those participating in a club or activity are welcome in the building under staff supervision. All other students are expected to be out of the building by 3:10 p.m.

SCHOOLWEAR POLICY

See pages 13-14

SECTION 504

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. RRPS' 504 Coordinator Jerry Reeder can be reached at (505) 896-0667. The 504 Coordinator for LMS is Debbie Easton, Counselor at 892-1100, ext. 528.

STUDENT AGENDA

Students are given a copy of this Student Agenda to help organize information, materials, and time. This notebook helps students keep track of classes and homework. It is also a convenient means of communication between school and home. Students will want to share their agenda books with their parents as they discuss daily school activities.

STUDENT INSURANCE

Supplemental student insurance is available for anyone who wishes it. Forms may be obtained during registration or picked up at the Main Office.

STUDENT RECORDS

Rio Rancho Public Schools maintains the following education records directly related to students: academic, personal information, disciplinary, attendance, health, progress and standardized testing. Access to individual education records is limited to: parents of students under 18, parents of students over 18 if such student is a dependent as defined in the Internal Revenue Code, students, employees of this school district who have a legitimate educational interest, state and local officials to whom information is required to be reported, certain testing organizations, accrediting organizations, persons who need to know in connection with an emergency, pursuant to subpoena or court order, any person with the written consent of the parent of students under 18 or the student over 18, a school or schools in which a student seeks or intends to enroll.

RRPS policy requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted.

RRPS policy limits the right of access to education records to the persons and under the circumstances indicated above. RRPS policy requires that copies be made available to persons entitled to access at the cost of 25 cents per page. RRPS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

Student directory information may be released without prior consent unless the parent of the student informs the principal within a reasonable period of time that any or all of the information should not be. Directory information includes: student's name, class, name of school, eligibility and participation

in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, identification in photographs depicting school programs or activities. Questions regarding records should be directed to the Principal. See SBP 326 for all details.

SUPPLIES

The following list represents items that all LMS students are expected to carry to classes on a daily basis:

- 1 2" wide three-ring binder with subject dividers
- 1 package wide-rule loose leaf notebook paper
- 2 #2 pencils with erasers
- 1 3-ring zippered pouch for pencils and pens
- 1 Student Agenda Book
- 1 combination lock for locker (no key locks)
- Blue or black ink pens

Other required supplies vary by team and classroom needs. These lists will be sent home at the beginning of each term.

TARDY POLICY

A primary responsibility of Lincoln students is to report to all classes in a timely fashion. All students are expected to be in the classroom, with the necessary materials, and prepared to work, on time. This will give all students in the class an opportunity to take full advantage of the learning time provided. Please see discipline policy for consequences.

Students who are tardy because of a doctor or dentist appointment must provide proof of the appointment to the front office in order to avoid disciplinary consequences. This is the only circumstance where a tardy will be excused with no consequence. If a student is running late because a parent is running late, the student will be issued an unexcused tardy. Students revert back to zero tardies at the start of the second semester.

TITLE IX

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. RRPS' Title IX Coordinator oversees compliance with the provisions of Title IX and for investigating complaints. RRPS' Title IX Coordinator, Sally Marquez can be reached at (505) 896-0667.

WEAPONS IN SCHOOL

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun-Free Schools Act, 33 U.S.C. & 3351, and it is the intention of the Board that it be interpreted to conform to provisions of applicable law.

For the purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

For purposes of the policy, and for purposes of compliance with the federal Gun-Free Schools Act, a “firearm” is defined as a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

This policy shall be enforced according to the Board’s Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation Section 6.11.2.1, as amended, and the policies of the district.

Any student who brings a firearm or weapon to a school sponsored activity shall, in addition to penalties imposed under School Board Policy, be referred to appropriate law enforcement authorities for prosecution.

Any student found to be in violation of this policy shall be subject to discipline, including short-term, in or out of school suspension not to exceed ten days, long-term suspension, and expulsion.

In compliance with the federal and state Guns Free Schools Acts, any student found to be in violation of this policy, shall, at a minimum, be expelled from school for a period of not less than one year, provided that the Superintendent or the Board of Education may modify such penalty in appropriate cases at their discretion.

This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

WITHDRAWAL PROCEDURES

Any student leaving to attend another school withdraws from Lincoln through the School Registrar. A parent/legal guardian must come to the office to complete the proper paperwork in person. The student then takes a withdrawal form to each class for teacher signature, grades, and verification of textbook returns. The student also has the form signed by the librarian and cafeteria manager indicating that all materials have been returned and all fines paid. The return of the form to the Front Office completes the withdrawal process.

SELF-DISCIPLINE

ASSEMBLY BEHAVIOR

Assemblies are a privilege. Students who wish to maintain this privilege must behave in an appropriate manner.

During an assembly, students will be courteous and respectful. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, scream out, beat on bleachers with feet, or perform in any other uncivilized manner. Disruptions will result in a consequence.

CHARACTER

Character is defined by a total pattern of behavior. Each person owns his/her behavior. Actions determine ones reputation and also influence how people react to one another. Trust, respect, and true friendship of others must be earned. Patterns of behavior determine the levels of trust, respect, and friendship that are inspired from others. All students are encouraged to make a genuine effort to develop and maintain good character.

PHILOSOPHY OF SELF-DISCIPLINE

Discipline is not the same as punishment. The dictionary defines “discipline” as training that develops self-control, character, or orderliness and efficiency. Good discipline is what we ask of all students. It is simply good, self-controlled behavior. With this definition in mind, the need for stressing an effective discipline policy at Lincoln Middle School will become obvious.

SELF-CONTROL

All students have rights. Among these rights is the right to receive the best education possible in a safe and orderly environment. In order to protect this right for all students at all times, it may be necessary to control your own personal desires at any one time. You should always examine your own behavior and how it will affect others. Self-control is the preferred method of assuring that the rights of all are protected.

SELF-DISCIPLINE IN ACTION

Self-discipline in action uses common sense rules of etiquette and politeness. This includes being courteous to fellow students and respectful to adults at all times. Students are expected to be prepared with materials, be on time, do all work assigned by the teacher, be well behaved, maintain good attendance, and respect others’ property. Being respectful of others includes refraining from inappropriate public displays of affection. (Kissing is not appropriate for school time.) Students are prohibited from using, possessing, distributing, or trafficking alcohol, tobacco, and/or illegal substances on school property.

THREATS

Students are prohibited from making threats towards other students or staff members. Threats are an expression of intent to do harm, or act out violently against someone or something. They can be spoken, written or symbolic. All threats will be taken very seriously and consequences will be determined using the discipline matrix.

STUDENT SERVICES

SAFETY DRILLS

Practice fire drills are conducted twice during the first two weeks of school and monthly during the remainder of the school year. Additional safety drills are conducted periodically throughout the year. Students need to know that setting off a false alarm is punishable by a fine of \$300, ninety (90) days in jail, or both, as set forth by law. Parents/ guardians who need to pick up their child during a drill must wait until the drill is completed.

GUIDANCE

Lincoln has one full-time counselor. Our counselor is trained to provide students and parents with information and suggestions relating to many subjects including career and future planning, study skills and time management, relating skills (with friends, parents, teachers), decision-making, self-understanding, and mediation.

Students are encouraged to consult with the counselor on a regular basis for advice for both personal and academic concerns. Students and parents can easily schedule an appointment by contacting the Counseling Office at **892-1100 ext. 528**.

HEALTH CARE

It is the goal of the health office to promote the optimal health of each student, which in turn enhances optimal learning. In order to achieve this goal, the Health Office is open everyday during normal school hours. Students must have a pass to visit the nurse or health assistant unless there is an emergency. The Health Office is located near the Main Office. The nurse is readily available to respond to any situation requiring professional attention. The nurse and health assistant handle all minor injuries and illnesses and contact parents in these matters. In the event of an emergency, if none of the telephone numbers on the emergency card can be reached, then DPS (911) will be called. When an emergency exists and DPS is contacted, parents are liable for any associated charges.

The school nurse and health assistant will dispense over-the-counter medication if the parent has filled out the appropriate form, and prescription medication if a doctor's order form is completed by both the parent and the doctor. The only medications that may be carried on campus are inhalers. However, this too requires the completion of the appropriate form by the parent and physician. Forms may be obtained in the Health Office. Students must deliver their medications to the Health Office at the beginning of the day. Empty vials will be given to the student for the parent to replenish. Parents must pick up any unused medication at the end of the year. Any medications not picked up will be destroyed.

LIBRARY

The library is open before school (in lieu of the cafeteria to read or study), during the school day, and during passing period. Students may go to the library during lunch with a written pass.

Lost library materials should be reported immediately to the librarian and the appropriate fees paid. If the materials are later found, fees will be reimbursed to the student.

LOST AND FOUND

"Found" valuables are kept with the secretary in the Main Office. Found textbooks will be located in the Library. Clothing is stored in the "Lost and Found" cabinet, which is located in the Library workroom. Students and parents are encouraged to check the lost and found often. At the end of each 9-week grading period, the lost and found clothing items will be donated to charity.

PHONE FOR STUDENT USE

A phone is available in the front office for emergency use only. The student should have a signed pass in their agenda book. Students must sign a phone log and give a reason for use. A student will not be refused phone use if the student needs to contact their parent or guardian.

PUBLICATIONS

The yearbook is available to students who pre-order using a pay by mail program. Order forms are sent home to students in the mail during the first semester of school. Yearbooks will be distributed during the last week of school. If a student chooses to write inappropriate words in someone's yearbook, the student who wrote the inappropriate words will be asked to reimburse the owner of the yearbook for the cost of the book or have the writer's yearbook taken away.

STUDENT ASSISTANCE TEAM

Students who are having difficulty in their regular classes for any reason may be referred to the Student Assistance Team. The Student Assistance Team is comprised of an administrator, counselor, and general education teachers.

Parents are notified when their student is going to be discussed at a Student Assistance Team meeting. The team reviews all school records of the student, obtains information from the student's teachers, and makes recommendations, which will promote greater success for that student.

TRANSPORTATION

Bicycle

Riding a bicycle to Lincoln is a privilege students must earn and keep. Students are to obey all laws regarding bicycle safety. We encourage students to wear helmets. A student may lose the privilege of riding a bike to school if safe riding rules are not followed. All bikes are to be parked in the bicycle enclosure and are to be chained and locked. The school will take precautions to secure these vehicles by locking the bicycle enclosure during school hours but cannot assume responsibility for any damage or loss, which may occur. Bikes are not to be ridden on school grounds; students are reminded to walk their bikes.

Bus

Bus transportation is a privilege. It will be denied to students who cannot accept the responsibility for proper behavior. The driver is in full charge of the bus and passengers. Students who create problems at the bus stop or fail to obey rules or instructions of the

bus driver will suffer natural consequences for their behavior and may be denied the privilege of riding the bus. Students can only ride the bus assigned to them using their home address. Students may not switch buses and non-bus riders are not allowed on a bus at any time.

The following Bus Rules of Conduct apply to all students riding the bus to and from Lincoln Middle School:

- Follow directions the first time they are given.
- Keep objects and all parts of your body inside the bus.
- Remain seated in your assigned seat at all times.
- Keep hands, feet, and objects to yourself.
- No eating, drinking, or smoking.
- No fighting, pushing, spitting, or using inappropriate language at any time.

Student and parent must sign the Bus Contract that follows. See the Lincoln Discipline Matrix for consequences issued for inappropriate bus behavior. Should your child have a problem at the bus stop or on the bus, please call the school to let us know or call the Durham Bus Company at **891-8966** for further assistance.

BUS CONTRACT

This contract supercedes all other published bus rules.

Drivers will remind students regularly of safe bus behavior rules. If infractions continue, the bus contractor will document a written referral and make a parent contact. It is expected that the parent/guardian will work with his/her student to help insure safe bus behavior.

First Referral to Administrator

The first bus referral will result in contact with the parent by the bus contractor. Continuing misbehavior will result in a referral to school administration. The administration will make a parent and student contact, and student will be removed from bus for a minimum of one day.

Second Referral to Administrator

The administration will make a parent and student contact. Bus suspension for a minimum of three school days will be implemented with a warning of more severe consequences if problems continue.

Third Referral to Administrator

The third bus referral will require a conference with an administrator, parent, student, and bus driver with a bus suspension for up to 5 days. Any further referrals will result in removal of busing privileges for 90 school days.

Dangerous or Illegal Behavior

Dangerous, serious behavior will result in immediate suspension of transportation privileges for a minimum of three days. Violations of this type supersede all other levels of infractions. School Administrators will make final decisions related to such offenses.

Parents and students are required to sign, the Student Acknowledgement Form that accompanies this Agenda Book, indicating understanding and compliance with Bus Rules. Failure to sign or return the contract will not change the contract.

PARENT PERMISSION TO PHOTOGRAPH/ RECORD

Many programs, activities and events taking place in the Rio Rancho Public Schools are of interest to the public. Often civic, educational, students and other groups are interested in learning about our students and programs. From time to time, we produce or allow to be produced, photographs, video recorded programs, and films to provide information to the public about our programs. In addition, newspaper coverage, broadcast television programs and cable television programs sometimes feature our classes and activities. When any such videotape, film or photograph is produced and released, it becomes the property of the party to whom it is released, and it may be replayed or reprinted at a later date. Please sign below giving us your permission to include your child in such photographs, films or recording. We appreciate your helping us present our students and programs to the community.

Parent/guardian signature

PARENT CONNECT

Parents/guardians of LMS students may now view their student's grades, attendance, demographic data, and more via the web. Your ability to view this information will assist with early intervention of academic, attendance, and/or discipline concerns, as well as ensure that your student's data is current within our student information system.

Please review the online instructions and documentation for the use of ParentConnect prior to pre-registering.

For instructions and pre-registration click on the ParentConnect link on the home web page of LMS. If you have not previously accessed this site log on to the district web site, www.rmps.net, choose "Our Schools" on the left side of the window, select one of the applicable schools, and then "School Website."

Please note: your userid/password may be picked up at the school your child attends... at least 5 school days after you pre-register, unless you receive an email regarding a discrepancy in your pre-registration. *You must show a photo ID.*

Please use this service as a guide to your student's progress and as a means to be proactive in communicating with your child. It is not intended to generate numerous, daily phone calls and/or emails to teachers. Please attempt to resolve individual assignment grades/concerns with your child prior to contacting his/her teachers. *Thank you.*

Lincoln Discipline Matrix

These represent the *recommended* guidelines in the disposition of disciplinary matters at Lincoln Middle School. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. Infractions of this Code of Conduct are grouped into three levels, based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Each team will follow a standard behavioral process for all Level One and Level Two behaviors. All three levels of behavior may result in the assignment of additional consequences. Some of the additional consequences/learning opportunities may include: apology, campus clean-up, counselor referral, mediation, parent conference, etc. If an incident is considered exceptionally flagrant a more severe consequence may be assigned. In some Level III infractions, a DPS referral may be warranted.

In all cases administrative discretion will be exercised.

LUNCH DETENTION (LD)	AFTER SCHOOL DETENTION (ASD)	FRIDAY SCHOOL (FS)	IN-SCHOOL SUSPENSION (ISS)	OUT-OF-SCHOOL SUSPENSION (OSS)
<p>Lunch Detention will occur every day during the student's assigned lunch time. Students must arrive on time and will be expected to complete schoolwork during their time in Lunch Detention. Students may bring their lunches or provide a ticket/\$1.80 for a standard Lunch Detention lunch which will be brought to them from the cafeteria.</p>	<p>After-School Detention will occur afternoons from 3:15 – 4:15 p.m. Wednesdays. Students assigned detention must be in their seats by the assigned time, bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall or video based instructional classroom and all classroom rules will apply.</p>	<p>Friday School will occur from 3:15 – 5:15 p.m. on designated Fridays throughout the year. Students assigned to Friday School must arrive on time and in dress code. Students will be expected to complete schoolwork or complete school service during their time in Friday School. Students will not be dismissed early from Friday School.</p>	<p>In-School Suspension will occur every day from 8:15 a.m. – 3:05 p.m. Students may be assigned to ISS for the whole day or for part of the day. Assignments from every effected class will be available in ISS. Teachers may give specialized assignments on a case-by-case basis. Assignments that specifically relate to the students misbehavior may be assigned. Students must be in dress code and will stay until their dismissal of ISS.</p>	<p>Students who are suspended from Lincoln Middle School are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. A parent meeting to develop or review a behavior plan/contract may occur prior to the student returning to school.</p>

Any school detention takes precedence over activities and athletics and the student may only report to an event or practice after detention is over.

**Failure to comply with disciplinary consequences will result in twice the consequence.
Any student who is a habitual offender may be placed on OSS pending an expulsion hearing.**

Level One Infractions: disruptive to the learning environment

Behavior	First Offense	Second Offense	Third Offense
Behavioral Disruption (rudeness, disrespect)	LD: 2 days or ASD: 1 day	ISS: 1 day	ISS: 2 – 3 days
Bus Misbehavior	Warning	Bus suspension: 1 – 3 days	Bus suspension: 3 – 5 days and parent conference
Cheating/Lying/Plagiarism	Loss of assignment credit, and FS: 1 day	Loss of assignment credit, and ISS: 1 day	Loss of assignment credit, ISS: 2 days, and parent conference
Dress Code Violation	Warning	LD: 1 day	LD: 2 days and ASD: 1 day
Inappropriate Display of Affection	LD: 1 day	LD: 2 days or ASD: 1 day	ISS: 1 day
Possession of Inappropriate Materials (electronic devices, obscene materials)	Confiscation, LD: 2 days or FS: 1 day, and signed electronics use agreement	Confiscation through the end of the semester, ISS: 1 day, and signed electronics use agreement	Confiscation through the end of the semester, ISS: 2 – 3 days
Profanity	LD: 2 days LD or ASD: 1 day	LD: 3 days and ASD: 1 day	ISS: 1 day
Tardy	LD: 1 day	ASD: 1 day	ASD: 1 day ASD and FS: 1 day

Lincoln Discipline Matrix, cont'd.

Level Two Infractions: safety issues

Behavior	First Offense	Second Offense	Third Offense
Bullying Behavior to student (verbal abuse/assault, aggression, intimidation, threats)	ISS: 1 day, and mandatory bullying class	ISS: 2 days ISS, community service, and mandatory bullying class	OSS: 2 days, community service, and mandatory bullying class
Ditching (On Campus)	ASD: 1 day ASD or FS: 1 day	ISS: 1 day	ISS: 2 days
Ditching (Off Campus)	ISS: 1 day ISS and FS: 1 day	ISS: 2 days ISS, ASD: 1 day, and FS: 1 day	ISS: 3 days
Defiance of Authority, Insubordination	LD: 2 days LD or ASD: 1 day	ISS: 1 day	ISS: 2 days
Failure to comply with disciplinary consequences	Twice the consequence	Twice the consequence and community service	OSS: 2 days
Passing Rumors/Instigating	LD: 2 days LD or ASD: 1 day	ASD: 1, FS: 1 day, and community service	ISS: 2 – 3 days ISS, and community service
Rough Housing	LD: 2 days or ASD: 1 day	ASD: 1 day ASD and FS: 1 day	ISS: 2 – 3 days
Taunting/name calling	LD: 2 days or ASD: 1 day	ASD: 1 day ASD and FS: 1 day	ISS: 1 day
Throwing/Shooting Objects – nuisance behavior	ASD: 1 day	ASD: 1 day, FS: 1 day, and community service	ISS: 2 – 3 days

Level Three Infractions: extreme safety issues

Behavior	First Offense	Second Offense	Third Offense
Assault (verbal) of a staff member	ISS: 1 – 3 days	OSS: 2 days	OSS: 3 – 5 days, behavior contract
Assault (physical) of a staff member	OSS: 3 days OSS, behavior contract	OSS: 3 days, ISS: 2 days, and review of behavior contract	OSS: 10 days pending hearing
Assault/fighting (physical) of/with a student	OSS: 1 – 3 days	OSS: 3 – 5 days, and behavior contract	OSS: 10 days pending hearing
Disrupting a school activity (field trip, performance, game, etc.)	ISS: 1 – 2 days, and removal from activity	OSS: 1 – 2 days, removal from like activities for the remainder of the quarter, and behavior contract	OSS: 3 – 5 days, and removal from like activities for the remainder of the semester
Fire alarm misconduct	OSS: 1 – 2 days	OSS: 3 – 5 days, and behavior contract	
Habitually Disruptive Behavior - 5+ referrals	OSS: 1 day Behavior contract	OSS: 2 – 3 days, and review of behavior contract	OSS: 10 days pending hearing
Prohibited Item (lighters, etc.)	ISS: 1 day	ISS: 2 days, and behavior contract	ISS: 3 – 5 days, and review of behavior contract
Sexual Misconduct – including harassment	ISS: 1-3 days	OSS: 2 days, and behavior contract	OSS: 3-5 days
Substance Abuse (Alcohol or illegal, OTC, or prescription drugs) - under the influence, consumption, possession, solicitation, distribution, paraphernalia, look-a-likes	OSS: 3-5 days, DPS referral, substance abuse referral, and behavior contract	OSS: 10 days pending hearing, DPS referral, and substance abuse referral	
Theft/Extortion	ISS: 1-3 days, restitution/fine, DPS referral	OSS: 1-3 days, restitution/fine, DPS referral, and behavior contract	OSS: 4-10 days, restitution/fine, DPS referral
Throwing/Shooting Objects – dangerous behavior	ISS: 1-3 days, possible restitution/fine	OSS: 1-3 days, and behavior contract	OSS: 4-10 days, DPS referral
Tobacco – use or possession	ISS: 1-3 days, substance abuse referral	OSS: 1-3 days, substance abuse referral, and behavior contract	OSS: 4-10 days, and substance abuse referral
Vandalism	ISS: 1-3 days, restitution/fine, DPS referral	OSS: 1-3days, restitution/fine, DPS referral, and behavior contract	OSS: 10 days pending hearing
Weapon – possession	OSS: 5-10 days pending possible hearing, DPS referral		

All level three infractions may include a re-teaching component in addition to the above consequences.

RIO RANCHO PUBLIC SCHOOLS

2006 – 2007 SCHOOL WEAR POLICY FOR MIDDLE SCHOOLS

Students are expected to be neat, clean, and appropriately dressed for learning. Interpretation and discretion of the following dress code is subject to administrative approval.

FABRICS

1. Clothing must be cotton or cotton blend, wool, or corduroy (**NO NYLON, NO KNIT SPANDEX**)

SHIRTS

1. Must be a **SOLID** color - Blue, Green, White, Gray, Khaki (Tan or Olive)
2. Approved styles are:
 - ✓ Collared dress shirt (no shirt unbuttoned except for top 2 buttons)
 - ✓ Collared polo shirt
 - ✓ Turtleneck or mock turtleneck
 - ✓ Henley shirt
 - ✓ School Spirit T-shirts (must have School Principal or designee approval)
3. Must be long or short-sleeved (not sleeveless)
4. Must be cotton or cotton blend (no see through material, no shiny material, no denim material)
5. Insignias can be no bigger than 3 inches by 3 inches
6. The two additional **SOLID** colors allowed at Lincoln Middle School are Yellow/Gold & Gray

Note: No shirts of any other styles except those listed above are allowed. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward. Shirts worn out can be no longer than finger tip length. No contrasting stripes or piping on shirts.

PANTS

1. Must be a **SOLID** Color – Blue, Green, White, Gray, Khaki (Tan to Olive)
2. Approved styles are:
 - ✓ Classical/traditional, straight leg cut, with or without pleats, with or without cuffs (maximum hemline circumference 22" & maximum cuff width 2")
 - ✓ Cargo Pants, straight leg cut (maximum hemline circumference 22" & maximum cuff width 2")
 - ✓ Overalls, straight leg cut, with or without cuffs, (maximum hemline circumference 22" & maximum cuff width 2") straps must be fastened
 - ✓ Denim blue jeans are allowed but must meet pants style guidelines
3. Pants must fit at the waist, fit in the crotch, and be properly hemmed or cuffed. Tight fitting, stretch type pants, are **NOT** allowed. Also, pants with holes and frayed bottoms are **NOT** allowed. No contrasting stripes or piping on pants.
4. Insignias can be no bigger than 3 inches x 3 inches

OTHER ATTIRE

1. Must be a **SOLID** color – Blue, Green, White, Gray, Khaki (Tan to Olive)
2. Approved styles are:
 - ✓ **Shorts** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim shorts are allowed but must meet style guidelines. (tight fitting, stretch type are **NOT** allowed)
 - ✓ **Capri pants** – straight cut. Denim capri pants are allowed but must meet style guidelines. – (tight fitting, stretch type are **NOT** allowed)
 - ✓ **Skirts** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim skirts are allowed but must meet style guidelines (tight fitting, stretch type are **NOT** allowed)
 - ✓ **Skorts** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim skorts are allowed but must meet style guidelines. (tight fitting, stretch type are **NOT** allowed)
 - ✓ **Jumpers** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim jumpers are allowed but must meet style guidelines. (tight fitting, stretch type are **NOT** allowed)
 - ✓ **Dresses** - no shorter than the point where longest extended finger ends when the student is standing up straight. Denim dresses are allowed but must meet style guidelines. (tight fitting, stretch type are **NOT** allowed)
3. Insignias can be no bigger than 3 inches x 3 inches

NOTE: SLITS in Skirts, Dresses, or Jumpers can be NO higher than the point where longest extended finger ends when student is standing up straight.

**RRPS MIDDLE SCHOOL
2006-2007 SCHOOL WEAR POLICY (cont.)**

ACCESSORIES

1. Belts must fit around the waist and be secured in belt loops.
2. Sweaters, sweatshirts, blazers, or vests must be a **SOLID** color - Blue, Green, White, Khaki and must be worn over the approved style shirts. Shirts worn under accessories must be in compliance.
3. Approved styles are:
 - ✓ Sweaters – pull-over, cardigan or button-down – must be appropriately sized
 - ✓ Sweatshirts – must be a pull-over, appropriately sized
 - ✓ Blazers – must be appropriately sized
 - ✓ Vests – must be appropriately sized
4. Insignias can be no bigger than 3 inches x 3 inches. No contrasting stripes or piping on accessories
5. Items worn **INSIDE** the school building for warmth **MUST MEET THE DRESS CODE**

OUTERWEAR

1. Winter coats, winter jackets, and gloves do not have to meet the color requirements, however, these items are for **OUTSIDE wear only**.
2. If a jacket is worn inside a building, it must remain open

Note: Jackets must be appropriately sized and may not be worn in any way that reflects gang affiliation or conceals contraband. No trench-coats, over-coats or dusters may be worn.

FOOTWEAR

There are no specific color or style requirements for shoes and socks, however, all students should wear appropriate footwear.

EXCEPTIONS

1. Scout or JROTC uniforms will be permitted at the discretion of the School Principal.
2. Spirit day, professional dress day, photo day, or other special event day dress will be allowed at the discretion of the School Principal.

PROHIBITED

1. Jewelry or hairstyles that disrupt the educational process or endanger students
2. Body piercing jewelry (with the exception of earrings worn in the ears)
3. Headgear such as hats, bandanas, hair nets, and sunglasses (indoors).
4. Belt loop chains or wallet chains, spiked jewelry, and extended belts.
5. Any items or accessories including face painting which advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hatred, or bigotry toward any group.

CONSEQUENCES FOR NON-COMPLIANCE

1st Infraction	Warning and notice sent home. Change of clothing may be requested.
2nd Infraction	Contact parent/guardian by phone and student will receive one full day of in-school suspension.
3rd Infraction	Contact parent/guardian by phone and student will receive two full days of in-school suspension.
4th Infraction	Contact parent/guardian by phone and student will receive one full day of out-of-school suspension.
5th Infraction	Suspension pending hearing.

Families in need of financial assistance can contact their school or school district office for a School Wear Assistance Application. Your school can answer specific questions. You may also call 896-0667 Ext.120 or 171 or email us at schoolwear@rrdo.rps.k12.nm.us

RIO RANCHO PUBLIC SCHOOLS RULES OF APPROPRIATE USE OF TECHNOLOGY

Lincoln Middle School has access to the Internet. As a district requirement, each student and their parents or guardians must sign an Acceptable Use Policy (AUP) form indicating understanding and compliance with the following rules of computer use. The AUP will be kept on file. These guidelines, along with RRPS Board Policies, must be followed to prevent loss of network and Internet privileges in RRPS.

1. Do not use a computer to harm other people or their work. (Board Policy, Article 477)
2. Do not damage the computer or the network in any way. (Board Policy, Article 477)
3. Do not install your own software, shareware, or freeware. (Board Policy, Articles 477 & 478)
4. Do not violate copyright laws. (Board Policy, Articles 475 & 477)
5. Do not view, send, or display offensive messages or pictures. Example: Offensive messages or pictures are those that you would not want to share with your children or your students. (Board Policy, Article 477)
6. Tell an Administrator immediately, if by accident, you encounter materials that violate these rules. (Board Policy, Article 477)
7. Do not share your password with another person. (Board Policy, Article 477)
8. Do not open someone else's folder, work, or files without permission. (Board Policy, Article 477)
9. Do not waste limited resources such as disk space or printing capacity.
10. You will be held accountable for your actions. By violating the rules of appropriate use, you will lose network privileges and be subject to disciplinary action. (BP, Article 477)

Privacy: Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students and staff are using the system responsibly.

Storage Space: Users are expected to delete email or other material that takes up excessive storage space.

Illegal Copying: Users should never download or install any commercial software, shareware, or freeware onto network drives, hard drives, or disks without permission. Extra care should be used in downloading email since unknown files may be attached to the email. Nor should students copy other people's work or intrude into other people's files.

Inappropriate Materials or Language: No profane, abusive, impolite, racial, or sexist language should be used to communicate across the school's network or the Internet, nor should materials be accessed which are not in accordance with the RRPS Board Policy. All use of RRPS computers, networks, and the Internet must be in support of educational goals.

Internet Driver's License

In addition to the AUP, LMS uses this Internet Driver's License to indicate which students have permission to use the Internet. This Driver's License must be displayed at the computer workstation while the student is using the Internet. By signing the Driver's License and the Acceptable Use Policy, the student agrees to abide by the rules of Internet use established by the Rio Rancho Public Schools Board of Education. In the event that a student misuses or abuses Internet privileges, any staff member at Lincoln Middle School may sign one of the two tickets below. If both tickets are signed, that student's Internet privileges are immediately revoked for the school year.



Lincoln Middle School Internet Driver's License

I, _____, agree to follow the rules of Internet Use as is written in the Acceptable Use Policy. I understand the importance of using the Internet responsibly at school.

Parent Guardian Signature

Student Signature

Internet Ticket #1

Brief explanation of problem:

Staff Signature

Date

Internet Ticket #2

Brief explanation of problem:

Staff Signature

Date

LINCOLN MIDDLE SCHOOL STAFF 2006 - 2007

2287 Lema Road 892-1100

Fax 892-9728

Support Staff

Myra Renwick Roosevelt • Principal	Ext 520
Lynda Kitts • Assistant Principal	Ext 502
Toni Caputo • Principal's Secretary	Ext 507
Michele Rivera • Attendance Secretary	Ext 514
Shayna Dorsey • Registrar	Ext 500
Janita Fitz • Site Specialist	Ext 530
Debbie Easton • Counselor	Ext 528
Ruth Grodinsky • Social Worker	Ext 527
Stephenny Kohlrust • EducationTech. Specialist	Ext 113
Maureen O'Brien Pheley • Nurse	Ext 519
Ina Lucero • Health Assistant	Ext 515
Terry Skinner • Librarian	Ext 512
Liz Hill-Rue • SLP	Ext 305
Randy Torres • Head Custodian	Ext 144
Monica Casaus DPS • School Resource Officer	Ext 529
Valari Smith • In School Suspension	Ext 306
Tina Tafoya • Workroom Assistant	Ext 612
Gina Colclasure • Cafeteria Manager	Ext 371

Special Education

Michelle Aldana • Seventh Grade Teacher	Ext 401
Kathy Boucher • Educational Assistant	Ext 614
Tony Crawford • Seventh Grade Teacher	Ext 407
Cal Deater • Seventh Grade Teacher	Ext 112
Janita Fitz • Site Specialist	Ext 530
Julie Fredericks • Sixth Grade Teacher	Ext 118
Annabelle Garcia • Educational Assistant	Ext 615
Sandra Garcia • Educational Assistant	Ext 602
Natasha Harvill • Sixth Grade Teacher	Ext 118
Bernadette Hudson • Educational Assistant	Ext 601
Jaramillo, Jenny • Educational Assistant	Ext 613
Sherry Luna • Sixth Grade Teacher	Ext 403
Michelle Mounger • Sixth Grade Teacher	Ext 402
Peshlakai, Tina • Educational Assistant	Ext 610
Lorraine Rosales • Educational Assistant	Ext 611
Sylvia Rosales • Educational Assistant	Ext 616
Mike Scoby • Seventh Grade Teacher	Ext 114
TBA • Seventh Grade Teacher	Ext 702
Peggy Tharinger • (OT)	Ext 334

Related Arts Department

Manuel Burgos • Spanish	Ext 404
Mike Chavez • Computer/ Keyboarding	Ext 408
Jadira Flamm • Drama/ Chorus	Ext 308
Jordan Guerra • Gifted Seminar/ Math	Ext 307
Katheryn Josselyn • Band/ Orchestra	Ext 310
Olivia Kent • Physical Education	Ext 504
Clara Matuszak • Keyboarding/ Tech Lab	Ext 366
Vince Metzgar • Physical Education	Ext 314
Kim Petrie • Reading/Journalism	Ext 115
Trish Pope • ESL/Journalism	Ext 406
Vicki Smith • Family and Consumer Science/Art	Ext 368

Team 6A

Kevin Costa • Language Arts	Ext 122
Deanna Rieke • Math	Ext 116
Denise Wilson • Social Studies	Ext 116
Shirley Wise • Science	Ext 233

Team 6B

Joe Ficklen • Social Studies	Ext 228
Julie Frederick • Inclusion	Ext 118
Natasha Harvill • Inclusion	Ext 118
Stephanie McDonald • Science	Ext 234
Sherry Montoya • Math	Ext 227
Kim Platero • Language Arts	Ext 315

Team 6C

Karen King • Science	Ext 230
Hal Makofske • Math	Ext 119
Melodee Moeller • Social Studies	Ext 120
Kitty Perez • Language Arts	Ext 313

Team 7D

Michelle Aldana • Inclusion	Ext 401
Celia Miller • Math	Ext 109
Jessica Sanchez • Language Arts	Ext 231
Dorothy Satriana • Science	Ext 236
Karen Williams • Social Studies	Ext 229

Team 7E

Whitney Fenlason • Language Arts	Ext 108
Kandy Glaser • Science	Ext 235
Wes Koerner • Social Studies	Ext 106
Cynthia Tate • Math	Ext 121

Team 7F

Robyn Harper • Math	Ext 110
Kelly Lunn • Science	Ext 232
Alan Sanchez • Social Studies	Ext 111
Jay Tharinger • Language Arts	Ext 117
TBA • Inclusion	Ext